

## **CLASS TITLE: SENIOR DOCUMENT MANAGEMENT SPECIALIST**

Class Code: 02428601

Pay Grade: 27A

EO: C

### **CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform highly responsible work in a department's document management program; to serve as the department's Records Officer and assists with the implementation of the department's electronic document management system (EDMS); to maintain the inventory, retention and disposition of department's non-digitized records in conjunction with all applicable State Archives policies and procedures; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision a superior from whom work assignments are received, work is reviewed usually upon completion for conformance to directions and instructions.

**SUPERVISION EXERCISED:** May supervise and review the work of others assigned to assist.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform highly responsible work in a department's document management program; to serve as the department's Records Officer and assists with the implementation of the department's electronic document management system (EDMS); to maintain the inventory, retention and disposition of department's non-digitized records in conjunction with all applicable State Archives policies and procedures.

To oversee the processing of requests for record retrieval from off-site storage centers; in making records available, to observe any rights, limitations, or restrictions imposed by law to the use of records and to take the necessary precautionary measures to assure their return and preservation.

To make recommendations for the more adequate protection of records from the hazards of fire or deterioration at the department's facilities.

To engage in daily communication with other department staff and the State Archives Division, Public Records Administration staff and State Records Center vendors.

To develop or amend department specific records retention policies and schedules as needed.

To prepare and submit Certificates of Records Destruction for disposal of records per RI General Laws.

To support superiors in the implementation of the electronic document management strategy for the department.

To assist in determining document management policies to facilitate efficient, legal, and secure access to electronic content; to ensure strict controls are maintained for the retention of electronic records.

To assist in the development of document or content classification taxonomies to facilitate information capture, search, and retrieval; to identify and classify documents or other electronic content according to characteristics such as security level, function, and metadata which adhere to established record retention schedules.

To assist in the implementation of an electronic document processing, retrieval, and distribution systems in collaboration with other information technology specialists.

To provide training and technical assistance on document management procedures, record retention schedules, how to operate data capture technology to import digitized documents into document management system as well as utilization of software to archive and retrieve documents.

To conduct periodic quality reviews of document archives to ensure documents are easily retrievable, readable and recommend corrective measures as necessary.

To conduct periodic records management audits.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS, AND CAPACITIES:** A thorough knowledge of the methods and techniques used in maintaining a department-wide document management program involving the identification, classification and appraisal of official records for the purpose of recommending their retention or destruction, or transfer to a records center; the ability to operate data capture technology to import digitized documents into the EDMS; the ability to analyze and classify documents or other electronic content according to characteristics such as security level, function, and metadata; the ability to make recommendations for improved methods of indexing and filing of records; the ability to make examinations and evaluations of records and to prepare written report thereon; the ability to make recommendations for the adequate protection of records from fire or other hazards; the ability to evaluate the condition of records and to arrange for their repair, rehabilitation, duplication and reproduction; the ability to maintain physical archive information locations through filing, scanning and documenting movement to and from archives and maintain controlled access to archive storage; the ability to supervise and review the work of assigned staff; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's degree in computer science; and

Experience: Such as may have been gained through: considerable employment involving the performance of technical work in the control of the retention, maintenance, preservation and disposition of documents and records and /or with an entity's content management system, imaging processes, and metadata searches.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

## **SPECIAL REQUIREMENT:**

At the time of appointment must be certified by a licensed physician as physically qualified to perform the duties of this position and continue to meet the above stated physical abilities requirements.

Class Created: May 29, 2016